

62-9149

December 11, 1962

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations
1-30 November 19621. Cables Processed

a. CIA cables processed totaled 17,537 IN cables, 6,080 OUT cables, 1,546 TD's and 807 miscellaneous items for a total of 25,970 work items. This represents an increase of 1,835 or 8% more than the 1961 monthly average of 24,135 work items.

b. Non-CIA cables totaled 12,379, an increase of 7 over the monthly average of 12,372 for 1961. The November 1962 total is 2,092 or 5% less than October 1962.

c. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 39,407 items. This is a decrease of 4,139 or 10% under the October 1962 total. The Cable Secretariat did a daily average of 1,313 items each 24 hours including Saturday and Sunday.

d. 1,797 cables or 4.5% of all cables processed were furnished to the Director as compared with 2,006 or 5% for October 1962.

2. Personnel

During the month of November 1962 we gained 4 people giving us a total strength of [REDACTED] against a ceiling of [REDACTED]. As I said last month the picture is beginning to look better. We have names slotted against every position we want to fill. 25X1A

3. General

a. I will be on annual leave 17 December 1962 - 4 January 1963. Both [REDACTED] will be present for duty during my planned absence. 25X1A

b. With reference to messages selected by S/S for electrical transmission to CIA for Mr. McCone and USIB members, I discussed with [REDACTED] 182-4141, the need for expediting the selection process and I feel we are now getting these messages much quicker than in the past. [REDACTED]

HS/HC-913